E-ID Mad Dog Project
3/20/01 Meeting Minutes
1:00 – 2:00 ROB Room 5009

Attendees:	CIO – Neil Sattler; Jun Chung; Andy Boots Students – Nina Colon Schools – Mike Murray Financial Partners – Frank Ramos PDD – John Kolotos; Pat Newcombe OPE – Gail McHarnon OGC – Ron Sann; Lee Harris Mod Partner – Mike Gibbons; Chris Brison; Heather Burke; Yateesh Katyal

Topics Covered	**Mad Dog Project Update**
	1) Consolidated Project Plan
	    a) Handed out consolidated project plan and asked business units to review their sections of the plan and submit corrections by paper or email.
	2) NCS
	    a) In a few days, NCS will submit their proposal on being the authentication servicer for SFA PINs. Once received, we'll need to convene to decide if the proposal is acceptable.
	3) E-Sign Documentation Effort
	    a) CIO will outline the contents of this documentation effort, get approval from the COO, and distribute a final outline to the Mad Dog team.
	    b) Cost Benefit Analysis Team
	    At next Tuesday's meeting, the scope of the CBA will be presented so the Mad Dog team can validate it. Chris Brison, KPMG Consulting, will start to contact people to collect data.
	    c) Risk Analysis
	    OGC reiterated the importance of documenting a risk analysis in accordance with GPEA (DL program adheres to GPEA). This risk analysis will be part of the Documentation effort, pulling together work already done in this area. OGC willing to write the legal risk component.
	    Decision on how many and when PIN authentications will occur in the DL eMPN signing process will also be documented in this effort.
	    d) Spending Plan
	    This Documentation component will track where eMPN allocated monies are spent.
	Workgroup Updates
	1) Legal/Policy:
	    a) Standards are ready for internal and contractor distribution. Neil Sattler will distribute to Mad Dog team. Working on final wording for Dear Partner transmittal letter. Once completed, the Standards will be ready to clear through the Secretary and OMB (if necessary). However, must obtain exception to Moratorium before sending through approval process.
	    b) ANPRM comment period closed yesterday. Are summarizing the comments into three types: OMB, record retention and non-record retention (the majority). Workgroup will be able to answer most comments, but will require help on some. No official deadline to respond to comments exists, but behooves us to reply quickly so we don't slow down the process.
	    c) Reiterated the GPEA applies to DL, and E-SIGN applies to Perkins and FFEL loans.
	2) Technology Update:
	    a) Need to re-discuss the watermark EDS plans to use on the PDF file is a real Adobe watermark that can indicate if the file was altered.
	    b) Determined that NCS can create an authentication model where NCS possesses the secret, the SFA PIN, in their facilities.
	3) Business Processes
	    a) DL: DL requirements closed on 3/15. Review document which maps SFA Standards

	to the DL eMPN signing process.
	b) VDC: Held kick-off coordination meeting today to establish the need to know how eMPN changes to SFA systems will create requirements the VDC must build to.
Parking Lot Issues	• Do we have a fallback strategy if we can't get the standards and regulations published by June 1, 2001? Can we ensure we synchronize the date of eMPN implementation with FFEL's ability to implement, based on our Standards release?
Action Items	• Submit corrections and updates to consolidated project plan to Neil Sattler. (All) Project plan will be posted on Outlook site. (Sattler) • Clarify type of watermark used in PDF file with EDS (Murray and Boots) • Review document which maps SFA standards to DL eMPN signing process. (DL, et. al) Document will be posted on Mad Dog Outlook site. (Sattler) • Outline components of Documentation Effort, obtain COO approval, and distribute to Mad Dog team (CIO) • Distribute consolidated ANPRM comments to Mad Dog team (Kolotos) • Give each business unit's system requirements that impact the VDC to CIO for consolidation. (All business units) Consolidate requirements and pass to VDC. (Mod Partner) • Review NCS authentication service proposal for approval once received (Saunders, et. al) • Write legal risk component of Risk Analysis (OGC, due date TBD) • Document decision on PIN authentication hits (Sattler)
Agenda Items for Next Meeting	• Tuesday, 3/27/01 1:00 – 2:00 ROB (Room 5009) Weekly Mad Dog Status Update